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RECORDS AND CORRESPONDENCE

HN ☐

STATINTL

11 January 1967

HN - HQ Note  
HR - HQ Reg.

PREPARATION OF CORRESPONDENCE

1. Effective immediately, papers for the signature of the Deputy Director of Central Intelligence will be prepared as follows:

Classified documents

Rufus Taylor  
Vice Admiral, U.S. Navy  
Deputy Director

or, as appropriate,

Rufus Taylor  
Vice Admiral, U.S. Navy  
Deputy Director of Central Intelligence

Unclassified documents

Rufus L. Taylor  
Vice Admiral, U.S. Navy  
Deputy Director

or

Rufus L. Taylor  
Vice Admiral, U.S. Navy  
Deputy Director of Central Intelligence

When a complimentary close is required, "Sincerely," will be used.

2. As announced in HN ☐ dated 6 November 1966, a courtesy copy of all papers addressed to the Director of Central Intelligence or prepared for the Director's signature will be provided for the Deputy Director.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN  
Deputy Director  
for Support

DISTRIBUTION: AB

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